

JOB HAZARD ANALYSIS (JHA)		Date: 04-01-06	<input checked="" type="checkbox"/> New JHA Revised JHA
Task: Material Handling		JHA #5	Page <u> 1 </u> of <u> 2 </u>
Task Overview:	APHIS personnel will have to move various items to and from deployment sites and work areas. Also at time, APHIS personnel may need to exam and remove consumer goods and materials from locations.		
Task Elements:	<ul style="list-style-type: none"> • Moving/handling of load of various shapes, sizes and weights • Removing loads of various sizes, shapes and weights from vehicles • Removing load of various sizes shapes and weight from shelving or racking 		
Personal Protective Equipment:	Work clothes, work booths, work gloves		
Tools and Equipment:	Varied, see below		
OCCUPATIONAL HEALTH CONCERNS			
Chemical Agents: Varied possible chemicals	Physical Agents: Impact Muscular skeletor disorders	Biological Agents: None	
Activity/Sequence of Job Steps	Potential Hazards/ Injury sources	Safe Action or Procedure	
Moving/handling of load of various shapes, sizes and weights	Impact Various chemicals	<ul style="list-style-type: none"> • Assure a Hazard Communication program is in place (see JHA 1) • Train personnel on Chemical Material Handling Guidelines* • Implement a Back Safety Program (see appendix 3-5-A for back safety handouts and appendix 3-5-B fro lifting/moving considerations) • For prolonged or complicated operations, consider implementing a Material Handling Ergonomics program (see appendix 3-5-C) 	
Removing load of various sizes shapes and weight from shelving or racking	Impact Various chemicals	<ul style="list-style-type: none"> • See above 	
Removing loads of various sizes, shapes and weights from vehicles	Impact Various chemicals	<ul style="list-style-type: none"> • See above • See JHA 3 (Use of automobiles and Box trucks) for safe use guidelines of lift gates 	

Chemical Material Handling Guidelines

- 1) Wear specific personal protective equipment when handling materials that present health hazards such as acids, corrosives, caustics and irritants.
- 2) Use proper tools, hand trucks, dollies, and hoists to lift and move heavy objects. Do not exceed the rated capacity of a hoist or lifting device.
- 3) Prior to handling unfamiliar and hazardous materials or chemicals read the label for safety instructions, refer to the material data sheet or consult supervision. Use chemicals for approved purposes only.
- 4) Store materials and chemicals in approved containers and locations only.
- 5) Inspect items to be handled for slivers, jagged edges, burrs, and rough or slippery surfaces.
- 6) Wipe off oily, wet, slippery or dirty items before trying to handle them.
- 7) To adjust your grip set the object down.
- 8) Never carry an object you cannot see over or around.
- 9) When moving items on dollies or hand trucks, push rather than pull whenever possible.
- 10) Plan your route of travel and be sure it is clear of obstacles.
- 11) Test the weight of objects to be lifted. Get help if an item is too heavy to lift alone.
- 12) When team handling an item one person should give voice commands to coordinate activity.
- 13) Avoid getting your fingers, hands or other body parts pinched between the load and objects nearby.
- 14) Whenever lifting use the proper lifting methods to avoid an injury:
 - a) Stand close to the load. Be sure footing is firm, feet slightly apart.
 - b) Squat down. Bend at the knees, keeping the back as straight as possible, yet comfortable.
 - c) Grip the load firmly. Place hands where they won't slip.
 - d) Breathe in before the lift. Inflated lungs help support the spine.
 - e) Lift with the legs. Keep the back straight and straighten up slowly and smoothly, avoiding jerking motions.
 - f) Hold the load firmly. Keep it close to your body. Exhale.
 - g) Move the item to its new location. Make turns with your feet instead of twisting your back.
 - h) To put load down... squat, bend at the knees, and keep the back as straight as possible.